



Special Interests of the Quarter:

- **USASD website** contains various updates. Please check periodically!

- **01 MAR 07 ~**
AER Kickoff.
Packets already
mailed to SM.

- **13 APR 07 ~ PAI
& APFT RESULTS**
due to Student
Liaison Officer
(SLO) or USASD if
location has no SLO

- **MAR 2007 ~**
Victory Brigade will
reflag to 171st
Brigade.

- Please continue to
monitor and change
AKO passwords
according to
CONUS / OCONUS
requirement. CAC
Card Readers will be
distributed shortly!

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Command Remarks ~ CPT Gina Ferguson

As your Commander and on behalf of the USASD support staff, I would like to take a brief moment to welcome all of our new students. Many of you may not know, but the Student Detachment currently supports over 1,600 Soldiers worldwide. Because of the diversity of USASD's student population, we receive new students every month.

If you have not already guessed, the nature of the USASD is quite unique. Because of our structure, it is crucial that each and every student, regardless of rank or program, always maintain integrity and uphold the Army values. While no one is physically watching, as Officers and Noncommissioned Officers, you are aware of the Army's appearance standards in accordance with AR 670-1 and the USASD Policy Letter #14. The Army places the utmost trust and respect in each of you so please appreciate that honor and continue to abide by the rules of your oath.

Army-wide Messages

- **32nd Army Air and Missile Defense Command MUC:** The 32d AAMDC recently received approval for a Meritorious Unit Commendation for the 32d and their task force units for the period of 16 NOV 02 through 01 JUL 03. As most of the Soldiers who were assigned to the units during that period have PCS'd, the 32d has asked that the approval be posted on S1NET and unit S1's notified so that Soldiers affected will have access to the approval memo. See memo at <https://forums.bcks.army.mil/secure/CommunityBrowser.aspx?id=332873>.

- **ALARACT 028/2007 Annual Army-wide Personnel Asset Inventory (PAI):** All Active Component (AC) will conduct a PAI during the 09 – 22 APR 07 timeframe. The message containing major PAI requirements during the FY07 Army-wide PAI can be found at <https://forums.bcks.army.mil/secure/CommunityBrowser.aspx?id=339893>.

- **ALARACT-670-1///Bluetooth Prohibited In Uniform.** AR 670-1, Paragraph 1-9A(2)(B) is changed to prohibit wear of wireless Bluetooth devices while wearing Army uniforms.

- **Electronic Submission of Regular Army OERS now possible:** Per the HRC Evaluations Systems Office, the "**Send to HQDA**" is now available for Regular Army OERs. Units can start electronically submitting Regular Army OERs using the "Send to HQDA" feature in the AKO "My Forms" Portal. In order to be submitted electronically, Regular Army OERs must be on a PureEdge form, digitally signed, have no enclosures, and not be referred. Details on submission can be found at <https://forums.bcks.army.mil/secure/CommunityBrowser.aspx?id=341827>.



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Finance News ~ SSG Paris Bailey

As the NCOIC of the finance section, I aim to improve the quality of service to all members of the Student Detachment. Here is some information that may be helpful to you:

- **INPROCESSING PERSONNEL -Current processing time for payment of travel monies** (DLA, Mileage, Per Diem) (TLE is a separate entitlement and has the same processing time)
- No more than three business days from USASD to FJ Defense Military Pay Office
 - Approximately three business days from main finance office to DFAS, IN
 - 10-14 Working Days from DFAS to Direct Deposit into your Bank Account (Payment will not show on your LES)
- **Processing of DITY Claims** Current processing is 4-6 weeks. Time consumption is due to numerous routing stations. DITY claims are forwarded via USASD to Fort Jackson Transportation Office, thru FJ DMPO, then DFAS-IN for processing of payment and disbursement. Contact losing station Transportation Office for authorization packet. Ensure all pertinent DITY forms are submitted, to include: **DD 1351-2**(separate from PCS travel voucher), **DD 2278** (authorized by losing station DITY counselor), **Certification of Expenses, Summary of Personal Property Moves, Legible Weight Tickets** (empty and full) and **receipts for fuel, equipment and tolls** (receipts are not reimbursable but lessen taxable wages). Omission of required documents prolongs processing time. Discrepancies with dollar figures are directed to FJ Transportation Office counselors @ 803-751-5137/5138. Damage in shipment of household goods is directed to Fort Jackson SJA Claims Office @ 803-751-4287/5096.
- **Adjustment of BAH/COLA/OHA** Adjustments are finalized no more than two pay periods (Midmonth qualifies as one, EOM qualifies as two) after submission of proper paperwork. **4187's for CONUS and OCONUS COLA are generated by USASD and do not require submission from the student.**
- **Payment for TLA (OCONUS Lodging)** Payment made no more than two pay periods from the date of submission to USASD.

Please keep in mind that expected payment/adjustments are dependent upon submission proper paperwork!

NOTE: SYSTEMS ERROR-DFAS, INDIANAPOLIS

CONTACT US ARMY STUDENT DETACHMENT, FINANCE SECTION, IF YOUR ARE RECEIVING UNAUTHORIZED STATESIDE COLA FOR DUTY LOCATION.



Finance News, continued . . .

- **Out-processing Advances** An advance of Mileage, DLA, and Per Diem is disbursed to the service member upon request is paid 3-5 days prior to the start of PCS Leave. Request for PCS advances must be received in the Student Detachment no fewer 45 days prior to start date of PCS leave. Outprocessing packets are accessible at: www.jackson.army.mil/usasd. Include copy of PCS orders.
- **There is NO Advance for Temporary Lodging Expenses (TLE) for CONUS Lodging**
- **ADVANCE OF BASE PAY-** advance of basic pay is processed up to 30 days prior to start date of PCS leave. Amount disbursed is base pay less monthly deductions; does not include allotments. Re-payment of advance pay is prorated for twelve months. Application for advance pay is accessible at: www.jackson.army.mil . Include copy of PCS orders. **NOTE: Per AR 37-104, Single Soldiers and/or Soldiers without dependents must submit a thorough written justification for approval of advance pay.**
- **DITY Advance** is authorized by FJ Transportation Office. The advance requires the DD 2278 (pre-authorized), PCS advance request form and PCS Orders. Payment is disbursed 3-5 days prior to pick-up date of rental vehicle.
- **TDY and Return** Forward completed DD 1351-2, a DD 1610 and receipts for reimbursable expenses listed on TDY orders. Receipts for meals are not required. Fax or scan documents to Student Detachment, finance section @ 803-751-5346. Documents are forwarded to DFAS-Indianapolis for processing of payments. Current processing time is 10-14 working days. DFAS-Rome no longer processes TDY settlements.
- **Permissive TDY** Service members are granted permissive TDY from their losing unit. Officer in the rank of LTC or above must grant authorization. Memorandum authorizing delegation of authority may be submitted with DA 31; reference AR 600-8-10, paragraph 5-31c.
- **Email & Telephone Query** Email and telephonic inquires are responded to within 72 business hours.

SUMMER SURGE (MAY – SEP) BE MINDFUL THAT SUMMER INPROCESSING SEASON IS EXTREMELY STRESSFUL. PLEASE ACCESS THE DETACHMENT’S WEBSITE TO REVIEW FAQ’S. THIS WILL ELEVATE WAITING FOR A RESPONSE.

08 MAR 07 – 15 MAY 07: AER

If you have not received your AER packet by 15 MAR 07 for CONUS and 22 MAR 07 for OCONUS, please email paris.bailey@us.army.mil with the SUBJECT: AER.

**Remember the importance of AER . . .
our Soldiers and their families count on us!**

Operations & Training ~ SSG Lisa Jones

We are in the process of making changes to the website so we ask that you be patient with us as we continue to make it easier to provide better customer service for you and your family.

There have been numerous questions regarding the TDY Option statement in the Out-Processing Packet. Previously, a Soldier could choose one of the three TDY options but, due to budget restraints, that is no longer the case. **Please note that this form will be removed from the packet.

FY07 Fort Jackson Holiday schedule

➤ *Public Holiday Observances*

- 28 May 2007 ~ Memorial Day
- 04 July 2007 ~ Independence Day
- 03 September 2007 ~ Labor Day

➤ *Training Holiday Observances*

- 29 May 2007 ~ Tuesday after Memorial Day
- 05 July 2007 ~ Thursday after Independence Day
- 04 September 2007 ~ Tuesday after Labor Day

Office Manager Notes ~ Mrs. Brenda Singleton

Soon the Student Detachment will be undergoing its annual “spring/summer surge”. We ask that you help us take care of you.

- Ensure that your completed in-processing packets are accurate, entries legible, and easy to read. If possible, do not forward your in-processing packet piece-meal. All required documents for in-processing are required to be in-house before any action can be forwarded to the next level.
- Travel submissions for PCS settlements are scanned to DFAS Indianapolis for payment and disbursement via FJ Defense Military Pay Office. Turn around times from submission to actual payment may be up to 3 weeks. **Please be financially prepared for this extensive process.**

Being away from a military installation and its environment can be unsettling. It is our job to give you security and assurance in knowing that your military finance and personnel issues are important to us. We want to make your extended training as uncomplicated as possible. Continually access our website to stay abreast of changing policies and procedures. Feel free to contact our customer service technician via telephone or email. To those of you incoming to the Detachment, I extend a warm welcome and congratulations in your selection to attend Advanced Civil Schooling. To those departing, we hope your experience with the Student Detachment was as enriching as it was pleasant. **We stand ARMY STRONG!**



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We're on the Web!

See us at:

www.jackson.army.mil/usasd/index.htm

Websites of Interest

- <http://www.hooah4health.com> ~ Great resource tool for health and fitness
- <http://www.armyfrg.org> ~ The Army's Virtual Family Readiness Group website
- <http://technet.microsoft.com> ~ Downloads & Technical advice
- <https://www.us.army.mil/suite/page/349164> ~ My Library. You can utilize this page on AKO to ask the Librarian a question, which will generate an automated response stating answer or supporting guidance.
- <https://www.hrc.army.mil/site/protect/active/opfamacs/acs00.htm> ~ ACS website
- <https://www.us.army.mil/suite/page/281441> ~ Lean Six Sigma Training via AKO

ISG News ~ ISG Thomas Burns

Please take some time to look over the policy letters posted on our web site especially (policy #3 & #4). We will send out a notification around 08 March for our PAI guidelines. Please respond NLT 09 April with your information to include PT test.

If you change your contact information to include phone number please let us know so we can update our database.

I would like to welcome our FAO's as part of USASD.

THANK YOU FOR YOUR SUPPORT AND GOOD LUCK

ISG

Student Liaison Officers ~ Remember that you are responsible for providing PAI/APFT results to the USASD on behalf of the students attending your University/College. If you are unclear of your responsibilities as a SLO, please contact Mrs. Patsy Bell at 803-751-5382.

THE UPCOMING PAI & APFT RESULTS ARE DUE TO USASD NLT 09 APR 07. This provides three weeks of preparation time. For those who have not responded after three contact attempts, a pay suspension will be initiated in accordance with AR 600-8-7, Department of the Army Personnel Policy Guidance and Department of the Army Memorandum, Subject: Fiscal Year (FY) 2007 Army-Wide Personnel Asset Inventory (PAI).

As always, stay safe and healthy and enjoy your tours of study!

//ORIGINAL SIGNED\\
GINA M. FERGUSON
CPT, SC
Commanding